

Approximately 500,000 tests were completed during the first week of the Smarter Balanced Field Test. On April 7, the second test window will open. The following are reminders and tips based on feedback and questions that we have received during the first week of the Field Test. For a comprehensive list of resources and Field Test information, please visit the Field Test portal at <http://sbac.portal.airast.org/field-test/>. To help ensure that testing runs smoothly, we encourage districts and schools to ensure in advance that the following conditions have been met:

- **Test Administrators (TA) know the process to select tests and initiate a testing session.**

Detailed instructions for [Session ID and Test Selection](#) are on the portal. TAs should use ONLY the “**SELECT ALL BUTTON**” to start the test session. This enables the students to receive all the tests they are assigned.

- **Test Administrators have students’ SSIDs and confirmation codes.**

TAs must have students’ SSIDs and confirmation codes prior to starting testing. Students will need these credentials to log into the system. This information can be obtained through the state lead or, if student names were uploaded in TIDE, through TIDE. See the [TIDE User Guide](#) for steps to exporting these records.

- **Test Administrators are aware of the recommended sequence for test administration.**

Smarter Balanced recommends that students begin with the non-performance task, followed by the classroom activity, and then the performance task. The classroom activity must occur prior to the performance task. [Math](#) and [ELA Timing and Sequencing](#) charts can be used to schedule and plan for the assessment(s).

- **Students have the correct test settings in TIDE before starting the test.**

The TA is responsible for checking the accuracy of all settings before approving the student to begin the test. Detailed instructions on approving students for testing can be found in the [Test Administrator User Guide](#).

- **Test Administrators are aware of the following processes for students needing Text-to-Speech (TTS).**

Prior to starting the test session, the TA must ensure that TTS activated as test setting in TIDE. When the students begin the assessment, the TA should confirm that the testing device is not muted. TTS does not start automatically. The student must right click and select the ‘speak question’ option in order to activate TTS.



Field Test: Lessons Learned from Week 1

- **Test Administrators are aware of the procedures for adjusting volume on a desktop computer.**

This [document](#) provides information about how students can adjust the volume within the secure browser while testing.

- **District and School Test Coordinators and Test Administrators are familiar with test security requirements outlined in the *Test Administration Manual*, specifically Section 3.0 and Appendix B.**

TAs play a critical role in monitoring the testing session and adhering to directions for standardized administration. All test items and test materials must remain secure and must be appropriately handled, and TA must create a secure testing environment with regard to what students can see, hear, or access. This includes prohibiting the use of personal technology such as cell phones and cameras during the testing session. Any incident in which the security of the test is compromised should be reported according to the guidance provided in Appendix B of the [Test Administration Manual](#).

- **District and School Test Coordinators and Test Administrators have contact information for the Smarter Balanced Help Desk in the event that Test Administrators or students encounter difficulties.**

Smarter Balanced Help Desk:

1-855-833-1969

smarterbalancedhelpdesk@ets.org

When calling the help desk to report issues it is important to provide the following information:

- If the issue is related to students, the SSID number(s) of the student(s)
- If the issue is related to a specific session, the Session ID
- The version of the secure browser being used
- The type of device and operating system and whether the devices are hard-wired or wireless